

LICENSURE CHECKLIST FOR NEW OUT-OF-STATE

APPLICANTS:

- Create an OPAL account profile
- Self-Disclosure
 - Please answer the questions in the OPAL application and upload any official documents showing final disposition of criminal cases, or current status of ongoing cases (court documents, law enforcement/district attorney documents, etc.), and any documentation of discipline taken against a prior or current professional license. These must be uploaded as **PDF** documents.
- Make legible/readable copies of your Government-issued picture ID to be scanned in as **PDF documents**.
 - Valid Driver's License **or**
 - Valid Passport **or**
 - Valid US Military ID
 - Also required are any court documents showing any previous names that may be on your transcripts (i.e. marriage certificate, divorce decree, or name change decree).
- Business License(s) (if applicable)
- Active Duty, Veteran, or Retired US Military Information of applicant or spouse of applicant to be eligible for the \$50.00 military discount at the time of license application.
 - US Military ID **or**
 - DD-214 form
 - Marriage Certificate if it is your spouse who is/was in the US Military
- Education
 - We require **ALL** official transcripts of every regionally accredited college or university you have attended.
 - Transcripts may be dropped off at our Las Vegas or Carson City office, mailed to our Lave Vegas office, or sent by the college/university/clearing house to:
transcripts@doe.nv.gov
- Test Scores
 - Make legible PDF copies of any current testing **done within 5 years of application** to be uploaded during the application process.
- Reciprocity
 - Upload legible PDF copy of valid, non-conditional, and non-provisional license(s) from the state(s) you are licensed in.
 - Upload a copy of the verification of teaching/work experience form filled out by your former/current employer (applicable for educators looking to have CTE, administrator, social worker, and B&I licenses).
- Professional Certificates/Licenses (if applicable)
 - ASHA
 - National Board
 - Social Worker
 - Registered Nurse
 - Psychologist
 - ARL Certificates
 - ARL Evaluations
 - ASE (For Automotive)
 - JROTC (Letter from Sec. of Defense)
- Pay the applicable fees through OPAL
- Receive two (2) emails:
 - Receipt of Payment
 - Background and Fingerprinting instructions